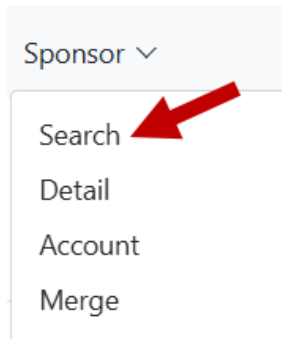


KinderConnect – Inactivate Sponsor Account

If a **Sponsor** has multiple records, the account(s) that is old should be marked **inactive**.

A Click **Search** under **Sponsor**.



B Enter your search criteria.

Sponsor Search

Sponsor First Name:	
Sponsor Last Name:	
Sponsor Type:	Select »
User Name:	
Child First Name:	
Child Last Name:	
Phone Number:	
Region:	Select All ▼
Status:	Select All ▼
Provider:	Select »
Use Phonetic Matching:	☐

C Press **Search**.

D Click on the Sponsor's name to navigate to the corresponding Sponsor Detail page.

Search Results

Name ↑↓	ID ↑↓	Type ↑↓	Status ↑↓	User Name ↑↓	Region ↑↓	Phone ↑↓	Children ↑↓	Account
Doe, Jane	11111	Parent / Legal Guardian	Active		Alamo		Doe, Joe	Account Documents

E Check the **Inactive** checkbox.

Sponsor ID:	11111	
First Name: *	Jane	
Middle Name:		
Last Name: *	Doe	
Sponsor Type: *	Parent / Legal Guardian ▼	
Phone Number:		
SMS Phone Number:		
Email Address:		
CIN:	P000000000	
Inactive:	☒	
Region: *	Virginia ▼	
Sponsored Children: *	Add Children	

Child Name	Relationship to Child	Delete
Doe, Joe	Parent / Legal Guardian ▼	

F Press **Save**.